

**Minutes of Full Governors Meeting**

Held at Swavesey Primary School on 16/10/2019 at 6.30pm

*Governing Body comprises 14 Governors, of which 13 are in post  
Quorum is 50% of those in post: 6*

**Present:** Anna Norden (AN) – Headteacher  
**Governors:** Colin Oakman (CO) – Chair  
Andrew Baker (AB) Tina Carminati (TC)  
Jason Dear (JD) Alyson Hart (AH)  
Alison Fox (AF) Diane Herrington (DH)  
Lynsey Fulcher (LF) Laura McAuley (LM)

The Meeting was quorate

**In Attendance:** Associate Members: Wendy Whistler (WW)  
**Recorded by:** Linda Miller, Clerk

**ACTIONS**

1. **Apologies** received and accepted from: Nathan Keen (NK)  
Andrew Baker (AB) – late arrival, Jason Dear (JD) – late arrival  
Hannah Parish (HP) – (apologies sent prior to meeting but only seen after the meeting)
2. **Declaration of interests** - None  
All Governors to complete & return a Declaration of Pecuniary Interests Form – all in attendance completed – Clerk to ensure other Governors complete the forms separately. **Clerk & Gvnrs**
3. **Adoption of Governors Code of Conduct**  
All Governors present signed the Code. Clerk ensure NK and HP sign the Code by the next meeting. **Clerk**
4. **Minutes and Matters arising from the meetings held on 10/07/19**  
Minutes of the meeting held on 10/07/19 approved as a correct record.

<b>ACTIONS</b>
Parent Governor Election – on this agenda for update
Subject Link Governors – to review on this agenda
<b>Academy Status ACTIONS:</b>
<ul style="list-style-type: none"> <li>• Spring review of first Primary in a Trust</li> <li>• WW to be given time to review Foundation finance implications for 4 cluster schools</li> <li>• National Academy Trust – to find our more re the finances</li> <li>• By Spring 2020 to short list final ideas</li> </ul>
Items ongoing however following Head Teacher’s Performance Management Review, a decision on how to proceed re Academy Status is to be confirmed by July 2020
Calendar of events at the School – Completed
New Complaints Procedure – to review at this meeting
Meeting Dates for 2019-20 – circulated
Updates to Google Drive and notify LA about Governor role changes - Completed
Letter to Mr Sean Harford re visiting the school – CO yet to contact

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**5. Governor Membership**

- To confirm terms of office for Chair of Governors and Vice-Chair  
Confirmed that CO and AB remain in these roles as previously elected
- To update on Parent Governor Election. Information published to parents and now awaiting nominations by Fri 18<sup>th</sup>.

*(6.45pm JD & AB joined the meeting)*

AN noted that the Admin vacancy (2-role job share) has now been filled, however Mrs Tina Carminati is one of the new employees and therefore will need to resign her role as a Parent Governor as she will be working over the designated hours.

The Chairman proposed that Mrs Carminati be nominated for the vacant Co-opted role, as her experience as a Governor would be a big loss to the Governing Body. Mrs Carminati accepted the nomination and was voted in unanimously.

Second parent governor vacancy to be advertised after half-term, however if more than one nomination is received for the existing vacancy both vacancies could be elected/filled at the same time. **AN**

- To notify of end of term of office for Staff Governor (Laura McAuley 2 yr term in November, an elected role from staff members. Election will be held after half-term. **AN**
- To confirm CLA and Resources Committees Membership & Meeting dates:  
CLA: AF (Chair), AB, DH, LM,AN, Vacancy x 2  
Meeting dates for all meetings approved as listed below.
- To Ratify CLA and Resources Committees Terms of Reference – Ratified with no amendments.
- To review Governor Subject Link Roles – updated as listed on Governor Overview and following discussion at CLA Committee. These roles also to be linked to the Governor Self-evaluation reviews and Governor inductions.
- To review Governor Ad-hoc committee membership. Reviewed and confirmed as listed. New Remuneration Committee approved (sub-committee of FGB). To clarify Terms of Reference for such a committee. **Action** for next FGB meeting. **Clerk**

**6. Committee Reports**

- Resources – 02/10/19
  - To discuss and decide on the Teachers’ Pay Award following discussion and updated budget figures from Resources Meeting and Business Manager’s report.  
WW outlined the pay and HR proposals and implications on the school budget following discussions at the Resources meeting. Options on budget impact were discussed, noting the additional issues relating to academic year and financial year planning.  
The pension increase will have the biggest impact on the budget as this is rising from 16.5% to 23.6%. Government funding will be provided for a portion of the increase in budget years 1 and 2 but not in budget year 3.  
Teachers’ increase needs to be notified to Teachers this month, therefore FGB need to make a decision this meeting, even though final recommendation from CCC has not been published.  
**Proposal:** To award 2.75% across all Teacher pay scales. **Seconded and approved unan.**  
WW and CO to write to Heidi Allen MP with regard to government funding to schools and the consistent underfunding. School budgets should not have to cover government pay increases, funding should be provided by government.
  - Support staff pay award – WW outlined the NJC claim for pay, holiday and working hours changes. This award when agreed is mandatory.

**ACTIONS**

- Holiday change implications detailed.
- LF highlighted main items discussed.

*(7.35pm - WW left the meeting)*

- CLA – 02/106/19
  - AF highlighted issues discussed and reported on strategic objectives set.

**7. Headteacher's report and Data Summaries - circulated**

AN Noted:

- Very good attendance figures
- Questions from Governors:
- SDP – overview on leadership, subject leaders and phase leaders

**8. (Item 11 brought forward) Policy Review**

a. Complaints Procedure – new issue from Local Authority

AN had reviewed the new policy and outlined proposed amendments, removing face to face panels, which were explained and approved. Clerk to update policy.

**Complaints Procedure as amended adopted unan.**

b. Safeguarding and Child Protection Policy – updates from Local Authority

Item 4.2 – add in AB and JD

**Safeguarding and Child Protection Policy adopted with amendment.**

**9. (Item 10 brought forward) Governing Body Self Evaluation/Audit of Governing Body Effectiveness GGN 42 Chairman to update on questions for review and future review procedure**

Governor induction, parent engagement and academisation now all incorporated into objectives.

Ofsted Ready questions to be kept on the Agendas for constant review

**10. (Item 13 brought forward) Report on Governor Visits**

CLA – visit strategy to add to template. AN will review and report back to CLA. AN to guide priority visits for Governors. Clerk to put new template report onto the Drive.

**AN  
Clerk**

**11. Safeguarding – To note and respond to updates and safety issues**

Additional training taking place.

**12. FGB Strategic Objectives for 2019-2020** Discussed previously and approved.

**13. Staff Governors to feedback any staff comments**

Thank you to Governing Body for the well-being days, which are very much appreciated.

**14. Governor Training**

No reports given. Future training deferred and to be discussed at Committees.

**15. Correspondence**

- New Strategic Lead for Governance, CCC
- Governance Issues for Autumn Term
- CCC letters congratulating on end of KS2 outcomes
- Letter from a Parent re Annual Governor Report. To reissue information on Amazon Smile and easyfundraising for school fundraising.

**ACTIONS**

**16. Items for Information and Next Meeting Agenda**

Request for helpers for 1<sup>st</sup> Nov Fireworks night; Promotion of 22<sup>nd</sup> Nov  
Christmas shopping night; promotion of 14<sup>th</sup> Feb Valentines Ball

**17. Date and Time of Next Meeting: Weds 11th December 2019, 6.30pm**  
**Meeting closed at 8.40pm**

DATE	ACTION	OWNER	DATE DUE
16/10/19	Clerk to ensure Code of Conduct and Declarations of Pecuniary Interests are completed by absent Governors	Clerk	Nov
16/10/19	Parent Governor Elections – 2 vacancies to advertise	AN	Nov
16/10/19	Staff Governor Election to advertise	AN	Nov
10/07/19	Letter to Mr Sean Harford re visiting the school	CO	
16/10/19	Next FGB Agenda items: <ul style="list-style-type: none"> <li>Welcome to new Governors</li> <li>Remuneration Committee – Terms of Reference and membership</li> <li>Approve sub-committee Strategic Objectives.</li> </ul>		
16/10/19	Write to Heidi Allen MP re lack of government funding for Teacher pay increase Write to Heidi Allen MP re consistent underfunding from government	CO, WW WW	Oct
16/10/19	Governors to earmark the Parents Evenings on the 10 <sup>th</sup> and 12 <sup>th</sup> of Feb to do some form of ‘meet and greet’ with Parents (rota basis).	ALL / CO	Dec FGB
16/10/19	To ensure that the Amazon Smile fundraising links are given equal prominence alongside easy-fundraising.	WW/AN	Nov
16/10/19	AN to review visit strategy and report back to CLA. AN to guide priority visits for Governors.	AN	CLA Committee

**MEETING DATES 2019-20**

02/10/2019	7.00pm	CLA
02/10/2019	6.30pm	Resources
16/10/2019	6.30pm	FGB
30/10/2019	6.30pm	Resources
27/11/2019	6.30pm	CLA
11/12/2019	6.30pm	FGB
29/01/2020	6.30pm	Resources
05/02/2020	6.30pm	CLA
12/02/2020	6.30pm	FGB
04/03/2020	6.30pm	Resources
25/03/2020	6.30pm	FGB
01/04/2020	6.30pm	CLA
29/04/2020	6.30pm	Resources

**SWAVESEY PRIMARY SCHOOL GOVERNING BODY**  
Full Governing Body Meeting Minutes, 16/10/2019

06/05/2020	6.30pm	FGB
13/05/2020	6.30pm	CLA
17/06/2020	6.30pm	Resources
01/07/2020	6.30pm	CLA
15/07/2020	6.30pm	FGB